



Otago Polytechnic Moodle Training Series

Health & Safety.

Prepared By

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Moodle Training: Health & Safety

Before we begin editing content, we should familiarise ourselves with some of the idiosyncrasies of the Moodle platform.

Note: Use Internet Explorer to edit Moodle content. Not Firefox or other browsers.

Otago Polytechnic Moodle site: **<http://moodle.op.ac.nz>**
(note: no www in the address).

Moodle Home Page.

OTAGO
POLYTECHNIC
Te Kura Matatini ki Otago

HOME ALL COURSES STUDENT HELP PRESENT MAIL

You are not logged in. (Login)

English (en)

Main Menu

- Site news
- Otago Polytechnic
- Student Help

Course categories

- Midwifery
- Miscellaneous
- Vet Nursing
- Central Otago
- Health and Safety
- Art and Design
- Staff resources
- Social Services
- EDC
- Sport and Adventure
- Nursing
- Hospitality

Welcome to Otago Polytechnic Online.

For help with using Moodle, go to the Student Help files (at left) - especially the section titled "Getting Started"

For more general help with computer-based learning, click here.

For latest news and forum postings, go to Site News (at left)

Welcome to participants enrolled in the inaugural HIV/AIDS course for Registered Nurses - Caring for people with HIV/AIDS.

And welcome to Bachelor of Midwifery students!

Have you seen the Midwifery Junction website?

themidwifery junction

Login

Username moskaac1

Password

Login

Create new account

Lost password?

Latest News

10 Feb, 09:12
Carolyn McIntosh
Pregnation with women more...

10 Feb, 08:27
Carolyn McIntosh
Eliminate meeting this afternoon more...

10 Feb, 08:13
Carolyn McIntosh
Turnitin information more...
Other topics ...

Online Users

(last 5 minutes)

Adon Moskal

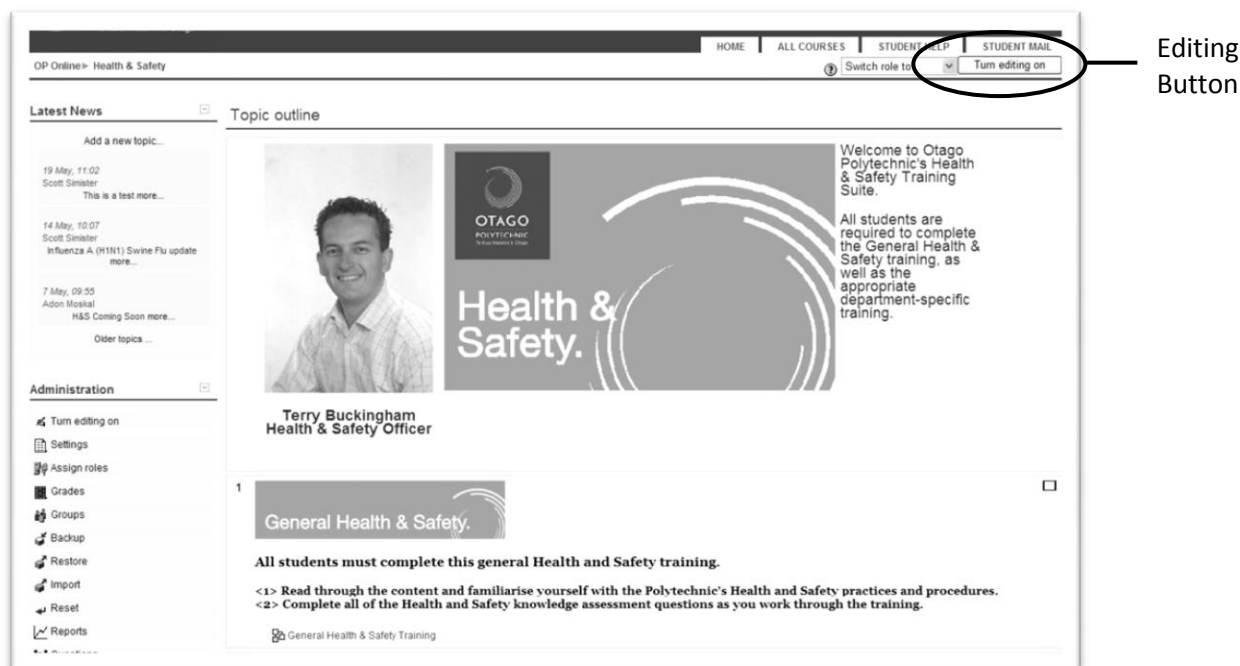
Vigen Leah Maxwell-Smith

Login box.

On your first visit to Moodle, you will need to create a new account:

1. Find the login box on the right-hand side of the page and click *Create New Account*.
2. Follow the instructions and fill in all required details.
3. Once you have done this, an email will be sent to your specified email account.
4. Click the link in the email. A new internet window will open.
5. Click on the courses button and select *Health & Safety* from the list. (Note: do not click on *Computer Health & Safety*. This is a completely different course).
6. You are now enrolled as a student in the course. You can access content and assessments, but cannot make any changes to the site. You must email Terry Marler and request you be added as a teacher before you can edit content.

Health & Safety Main Page.



This is the Health & Safety main page. Once you have teacher access, you can edit virtually any aspect of the site.

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Please keep this in mind and exercise caution when editing content. You may inadvertently delete someone else's content. All changes are permanent.

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The main page is set out with a welcome bar across the top, the General Health & Safety section following, and then a list of Polytechnic departments in alphabetical order. When you first login as a student, only the General H&S section will be visible; all others are hidden for the time being. Once you have edited your department's content you may 'unhide' it and make it accessible to students.

To start editing content, ensure the editing button (located in the top right-hand corner) is turned on.

With editing turned on, there are many options that can now be edited on the main page. It is recommended that any changes to the main page are first approved by either Health & Safety Officer Terry Buckingham or Education Development Leader Terry Marler.

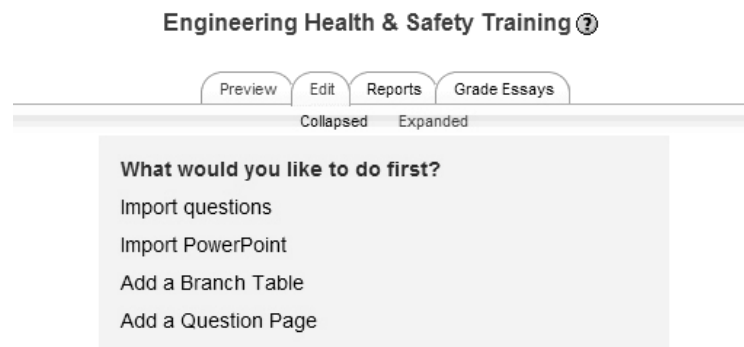
Editing Content

To start editing your department's content, first locate the appropriate section. If your department is not listed, or you would like to change the name of a particular section, please get in touch with Terry Marler.

Click on the icon that looks like this:  Engineering Health & Safety Training

This is called a lesson. The default settings for each lesson have already been set. If for any reason you would like to change these settings, please get in touch with Terry Marler.

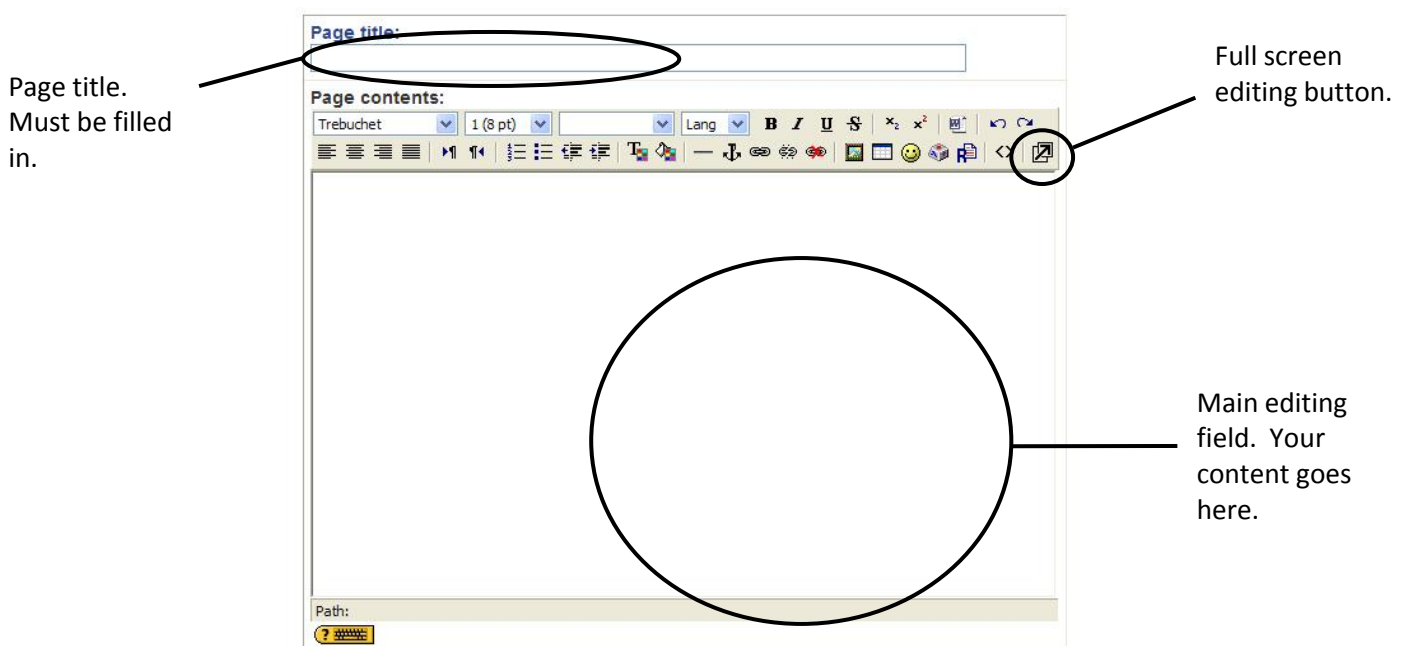
On your first attempt at editing your lesson you will be presented with the following screen:



There are two main sections that concern editing content: branch tables and question pages. Branch tables are simply content pages. Question pages are for assessment purposes.

Step 1 – Add a branch table. This will be the first page of your lesson. (Note: pages can be moved around later, although this can affect lesson flow. It is recommended that you plan your lesson before you start editing and add pages in the order you intend them to be viewed).

Branch Table editing.



Step 2 – Adding content. It is recommended you first make the editor full screen: this is important for seeing how the content will look when viewed by students. Click the button that looks like this (located in top right-hand corner):



Step 3 – The Moodle content editor is very rudimentary and layout options are limited; laying out text and pictures can be extremely difficult and frustrating. For this reason we will use tables to control where content will go.

Once the editor is fullscreen, you might notice there is a new row of editing buttons. These are the table editing buttons.



- Click the new table button:
- Specify the number of rows and columns. We'll start with 1 row and 2 columns to start with. This will allow space for 1 block of text and 1 picture. You can have as many rows and columns as you need. (Again, it is recommended you plan your content first so you know how many rows and columns you require for each page. These can be added and removed later, although this can lead to some formatting issues.)
- Change border thickness to 0.
- Leave all other options the same and click ok.

Step 4 – Adding content to a table. You will now see the table on your fullscreen editor. Each square is called a cell.

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The cells will automatically resize to accommodate your text and pictures. You should put only 1 type of content in each cell.

For example, it you want to put the following content you would need 3 cells:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas aliquet sapien at ipsum blandit vitae varius leo suscipit. Donec nec erat sed turpis faucibus rutrum. Donec felis lacus, lobortis nec tincidunt et, feugiat at arcu. Donec id diam lorem, nec posuere eros. Nulla in enim et felis tristique lacinia.



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas aliquet sapien at ipsum blandit vitae varius leo suscipit. Donec nec erat sed turpis faucibus rutrum. Donec felis lacus, lobortis nec tincidunt et, feugiat at arcu. Donec id diam lorem, nec posuere eros. Nulla in enim et felis tristique lacinia.

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For the following content you would need six cells:

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas aliquet sapien at ipsum blandit vitae varius leo suscipit. Donec nec erat sed turpis faucibus rutrum. Donec felis lacus, lobortis nec tincidunt et, feugiat at arcu. Donec id diam lorem, nec posuere eros. Nulla in enim et felis tristique lacinia.



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas aliquet sapien at ipsum blandit vitae varius leo suscipit. Donec nec erat sed turpis faucibus rutrum. Donec felis lacus, lobortis nec tincidunt et, feugiat at arcu. Donec id diam lorem, nec posuere eros. Nulla in enim et felis tristique lacinia.



Lorem ipsum dolor sit amet, consectetur adipiscing elit. Maecenas aliquet sapien at ipsum blandit vitae varius leo suscipit. Donec nec erat sed turpis faucibus rutrum. Donec felis lacus, lobortis nec tincidunt et, feugiat at arcu. Donec id diam lorem, nec posuere eros. Nulla in enim et felis tristique lacinia.




Most pages in the General Health & Safety have been set out with 2 cells.


Copying your content into Moodle:

As with everything Moodle, this is not as straightforward as we would like.

Copying Text:

- **DO NOT** copy and paste directly from MSWord or any other rich-text editor (if in doubt about what is and isn't a rich-text editor, err on the side of caution and assume it is).
- Instead, open Notepad (this should be found in the start menu, otherwise use the RUN... command and type 'notepad').
- Paste your text into notepad.
- Remove any bullet points or tabbed spaces. Basically remove as much formatting as possible and reduce your text to a very plain block.
- Copy the text from notepad and paste into the appropriate Moodle cell. Edit as necessary from here, replacing bullet points, adding bold and italic formatting, etc...
- Note: ignore the button that claims to clean up word formatting; it does not work. It looks like this: 

Adding Pictures:

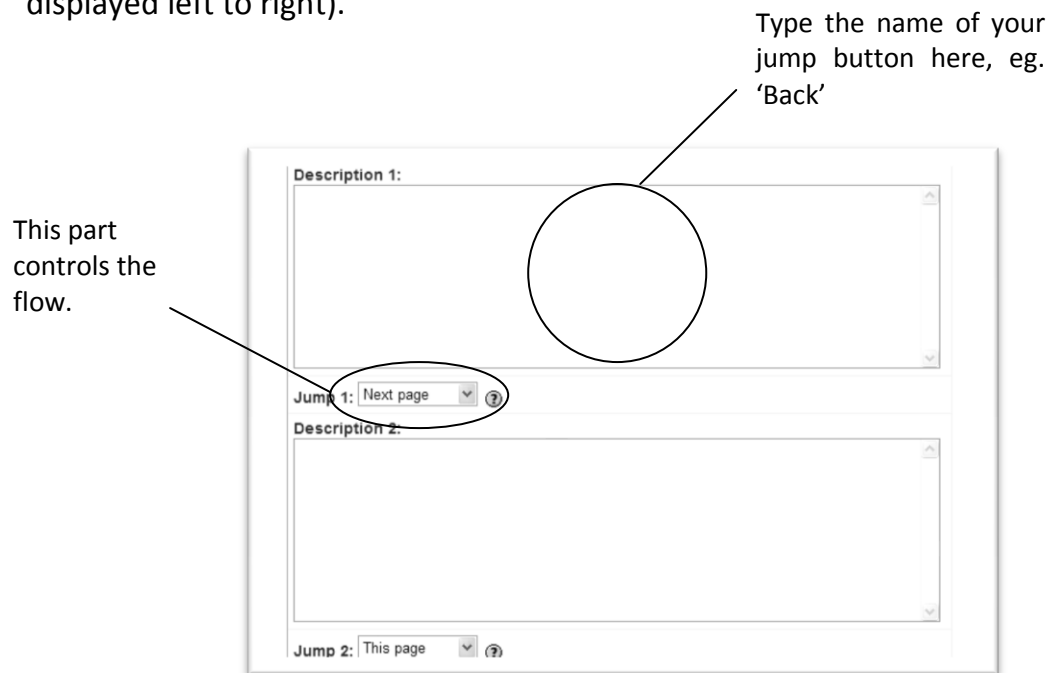
- **DO NOT** copy and paste pictures from anywhere directly into the Moodle editor.
- Instead, use the insert image tool: 
- Note the list of folders in File Browser. Each course on the main Health & Safety page has a corresponding folder for storing images and other files. If you are creating a new course, please request a new folder be added to the file browser as well.
- It is vitally important to store files in the correct place. If you upload an image or other file to a Moodle page and then move or rename the file or folder in the file browser, Moodle will not display it. *Also, replacing a file with a new file called the same thing will cause display problems.* Name new files something like 'file_2' before adding to pages.
- Click on the appropriate folder, then click Browse... Select the image you want to upload, click open, then click upload. The image should now appear in the file browser.
- Click the name of the file (underlined). You must enter something in the alternative text box – this can be the name of the file again, or anything else of your choosing.
- Click OK.

Always ensure your cursor is flashing where you intend the image or text to go. Look carefully around the edges of tables as sometimes it can appear that the cursor is flashing inside the table when it is actually outside.

You can resize pictures and tables. Note that resizing a picture larger than a given cell will automatically resize the entire table. In reverse, though, resizing a table smaller than an image will not resize the picture. Tables will always be at least the size of the content. Moodle may also do bizarre things with unused space such as empty cells, so try not to include any unless you plan to add content later.

Jumps

The next boxes down are the jump boxes. These control the flow of your lesson. They will appear as buttons at the bottom your content page. The description box is simply the text to appear on the button. The convention used in the General H&S section is to call the first button 'Back' and the second 'Continue' (buttons are displayed left to right).



The jump selection controls where the user is taken after clicking the button. The most common options will likely be 'Previous Page' for the 'Back' button, and 'Next Page' for 'Continue'. However, you can select any page you have already created to jump to.

Click 'Add Branch Table' once you are satisfied with your content and jumps.

You can now continue to add Branch Tables in the same way, or you may now like to add a Question Page to test students on content.


Adding Question Pages

Question pages are very similar to branch tables. You will notice the same Page Title box and content editor. Use these in exactly the same way as previously discussed.

Instead of descriptions, you have answer fields and response fields. Write each separate answer in the separate answer boxes. You can control which is the correct answer by changing the number in the Score box at the bottom left of each answer – 1 is a correct answer, 0 is an incorrect answer.

The response fields are for feedback. You might like to write 'Correct, well done' for right answers, or 'Sorry, try again' for wrong answers.

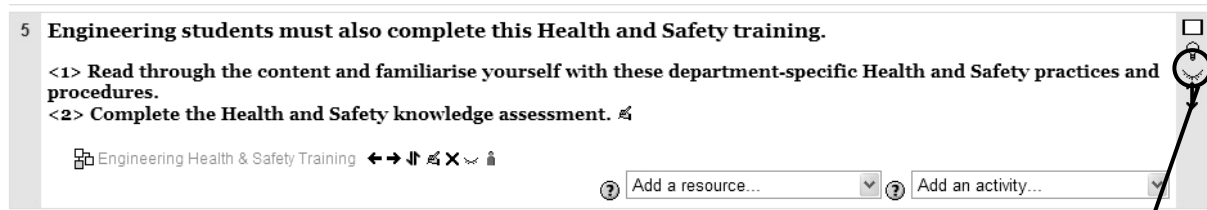
However, there are some oddities that must be noted when dealing with question pages:

1. You may wish to have students reattempt each question if they get it wrong on the first try. To accomplish this, you cannot simply jump to 'This Page'; for some unknown reason, this does not work. Instead, you must save the page, then reselect it from the list of Branch Tables and change the jump to the name of the page. Use the  button to edit saved pages from the Branch Table list.
2. You can add pictures and tables to answer boxes as well as the main editor window. However, to enable the content editor, you must first save the page and then reselect it from the list of Branch Tables. This time you will notice the option [Use Editor: ☐] next to each Answer and Response. Check this box next to each field you want to use the editor for, go to the bottom of the page and click the 'Redisplay Page' button. This will refresh the page with editor options for each field you checked. Use these as normal.

Important! Anything you have added to the main content window that has not been saved will disappear when you click 'Redisplay Page'. Ensure any changes you have made are first saved, before enabling answer and response editors.

Continue adding Branch Tables and Question Pages until you are satisfied with your lesson. You should add a final Branch Table that tells the student they have finished the lesson. Add a jump button to this page called 'End of Training' or similar, and select the 'End of Lesson' option from the jump list.

Once you have added all your content and questions, you should 'unhide' your lesson on the main page of Moodle to make it accessible to students:



Use the 'eye' icon to hide and unhide lessons.

For Health & Safety related questions, please contact:

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Email: terryb@tekotago.ac.nz

For Moodle related questions, please contact:

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